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UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
WASHINGTON 25, D. C.

January 17, 1950

FIELD MEMORANDUM SCS #1131

Re: Attendance at Meetings  
(Cancels Field Memorandum #1121  
and 1121-A)

TO ALL RANKING FIELD OFFICERS:

The Administrative Regulations of the United States Department of Agriculture (1 AR 200-203) (1) state the policy of the Department in providing representation at meetings, (2) define the term "meeting", (3) enumerate factors to be considered in determining whether representation at a meeting should be authorized, (4) permit bureau chiefs to delegate certain authority to authorize attendance at meetings, and (5) require the concurrence of the Director of Foreign Agricultural Relations for attendance at meetings that are "International" in character.

The term "meeting" is defined in the Regulations as any meeting called by an agency or organization other than this Department which is not classified as a work conference held in connection with cooperative programs of this Department with other Federal or State agencies. Attendance of an employee at any "meeting" (as distinguished from a "work conference") requires authorization from an official to whom authority has been delegated to authorize attendance. Such authorization should be in writing whenever the meeting is statewide, regional, national, or international in character. No written authorization is necessary to attend purely local gatherings of organizations such as Chambers of Commerce, civic clubs, etc. In such cases attendance on government time may be verbally authorized by the official in charge at the particular location.

In accordance with the U.S.D.A. Administrative Regulations (1 AR 203), I hereby delegate the following authority:

FOR OPERATIONS PERSONNEL

The head of each field office (top official at each activity location) may authorize attendance of himself and subordinates at local meetings held at their official headquarters or within their immediate work area, where attendance is in connection with official duties.

The State Conservationist may authorize attendance of "Operations" personnel at any local meetings held within the State.

The Regional Conservator may authorize attendance at any meetings local in character but not at any meetings which are statewide, regional, national or international in character.

FOR RESEARCH PERSONNEL

The head of each field office may authorize attendance of himself and subordinates at local meetings held at their official headquarters or within their immediate work area where attendance is in connection with official duties.

The Chief of Research may authorize attendance of research personnel at any meetings local in character but not at any meetings which are statewide, regional, national or international in character.

FOR INDIVIDUALS TRAVELING AWAY FROM THEIR HEADQUARTERS

An individual traveling away from his headquarters may authorize his own attendance at purely local meetings occurring during the course of an official trip when such meetings are pertinent to official duties.

ATTENDANCE AT MEETINGS WHICH REQUIRE PRIOR  
APPROVAL OF THE CHIEF

Attendance at meetings which are statewide, regional, national, or international in character must be authorized by the Chief of the Service. Requests for such authorization shall be submitted on Form AD-61. This should be done well in advance of the meeting date.

The Regional Conservator, Chief of Research or Washington administrative official originating the Request and Authorization to Attend Meeting, Form AD-61, shall forward the original and one copy of this form to this office for my approval. If approval is granted, the original will be filed in the Washington Budget and Finance Division for Departmental reporting purposes and the applicable Regional Budget and Finance Division will be furnished with an approved copy of the form. Attendance at meetings must be authorized in advance -- post approval may not be given.

On or before January 30 of each year, the Washington Budget and Finance Division shall prepare and submit to the Director of Personnel of the Department of Agriculture a summary report of all authorizations approved during the preceding year which authorized more than two persons to attend any meeting which was regional, statewide, national, or international in character. The report shall be prepared in the manner outlined in the Administrative Regulations ( 1 AR 203).

This memorandum applies only to meetings called by an agency or organization other than the U. S. Department of Agriculture.

The Washington Budget and Finance Division may issue such other procedural instructions as are necessary.

Chief

